



Republic of Philippines  
**MUNICIPALITY OF BAYAMBANG**  
 Province of Pangasinan

**TAX MAPPING**  
**(At the Municipal Assessor's Office)**

Requirements to be submitted by Client:

1. Section Maps
2. Approved Cadastral survey Plan
3. Tax Declarations
4. Transfer Certificate of Title
5. Cadastral Card
6. Any Conveyance (registered) on how the property has been acquired

**HOW TO AVAIL OF THE SERVICE**

STEP	WHAT THE CLIENT SHOULD DO	WHAT THE OFFICE SHALL DO & SERVICE TIME	PERSON IN CHARGE
1	Present all requirements (Deed of Conveyance, Tax declaration, Original maps, etc.).	Conduct verification of Cadastral Lot Number, area and boundary (or depending upon the verification of PIN of every barangay through Tax Maps and if ocular inspection is needed). <b>1-2 days</b>	Annie de Leon (Municipal Assessor) Joven Lasquite Joseph Junio Maricar Padilla
2	Wait for the result of ocular Inspection (if needed).	Conduct ocular Inspection in coordination with barangay officials concerned where property is located (if needed). <b>1-2 days</b>	Annie de Leon (Municipal Assessor) Joven Lasquite Joseph Junio Maricar Padilla
3	Pay Verification fee	Treasury Office receives payment of verification fee and issues Official Receipt. <b>20 mins.</b>	Luisita B. Danan or authorized representative
4	Wait for the approval and Issuance of Cadastral Lot Number	Approve and issue Cadastral Lot Number and keep file copy. <b>20 mins.</b>	Annie De Leon (Municipal Assessor)
<b>TOTAL SERVICE TIME PER CLIENT 1-2 days and 40 mins.</b>			
<b>END OF TRANSACTION</b>			



**8 KILOMETERS**  
**THE LONGEST BARBECUE**  
 Bayambang, Pangasinan, Philippines  
 April 4, 2014